

**FOREST HILL WITH SHOTOVER PARISH COUNCIL**  
**MINUTES of the PARISH COUNCIL MEETING held on**  
**Thursday 12 August 2021 at 7.00pm in Forest Hill Village Hall**

**Present:** Parish Cllrs A Waite Brown (Chairman), G Blomley, W Blyth,  
M Leeding, D Waters  
Clerk and RFO H Cross

There were no SODC or OCC Councillors nor members of the public present at the meeting.

**No. Item**

**47. APOLOGIES FOR ABSENCE** – To receive and accept.

The council received and accepted apologies from Cllrs J Hobbins and C Massey.

**48. DECLARATIONS OF INTEREST** – To receive requests for declarations of interests from Councillors relating to items on the agenda.

Cllr Leeding declared an interest in the Village Hall and OFOG.

**49. PUBLIC FORUM** – To facilitate public participation.

a) There were no matters.

**50. MINUTES OF LAST MEETING OF THE PARISH COUNCIL** held on Thursday 24 June 2021 - previously circulated. To confirm.

The Council **RESOLVED** to agree the minutes be accepted as a true record with the following alteration to min.2021/34i:

**i) Balances at bank – as at 4 June 2021**

Business Reserve A/C	29,242.71
Current A/C	<u>32,079.82</u>
	61,322.53
Less: Unpresented cheques	<u>650.00</u>
	60,672.53
(This includes a remaining CIL balance of	<u>22,583.77</u> )
	38,088.76
Earmarked reserves	<u>10,000.00</u>
<b>ii) Total available funds</b>	<b>£ <u>28,088.76</u></b>

Duly signed.

**51. UPDATE ON PROGRESS FROM MINUTES OF LAST MEETING** –

Chairman/Clerk to report on progress of outstanding items which do not require further decision.

**i) Online banking** (since Feb 2021 min.2021/159iii).

Clerk has applied to the waiting list for a Nat West community service account.

**ii) Planning application P2/S2042/HH** (since June 2021 min.2021/33a).

Clerk submitted comments from the Council.

**iii) Possible provision of Broadband to the village hall** (since June 2021 min.2021/39ii).

Clerk responded to SODC and received a reply that Forest Hill is not in the scope for the project as it already falls under a full fibre commercial coverage area.

**52. OCC and SODC MATTERS** - To receive reports.

No reports were received.

53. **PLANNING** - To consider all recent applications received and to report notifications and decisions from South Oxfordshire District Council – all previously circulated.
- i) Applications**
- a) P21/S2878/HH** – Mulberry House, The Ridings, Shotover Hill, OX3 8TB - Demolition of existing single storey side extension and erection of replacement 2 storey and loft side extension with rear dormer windows.
- b) P21/S3064/FUL** – Stable bldg.south of the The Orchard, The Ridings, Shotover Hill, OX3 8TB – Change of use of stable to provide self-contained 1-bed dwelling.
- c) P21/S323/HH** – The Willow House, The Ridings, Shotover Hill, OX3 8TB – Demolition of existing outbuilding and erection of Replacement outbuilding.
- The Council **RESOLVED** to agree there were no objections to any of the above but would like to ask the SODC planning department if they have changed their Green Belt policy with regard to the overdevelopment of land and properties in this area?
- Action:** Clerk to submit comments to SODC.
- ii) Notification**
- a) P21/S2829/LDE** – Longcott, 8 Shotover Kilns, Shotover Hill, OX3 8ST To seek certificate of Lawful Development of outbuilding which has been used historically as ancillary residential accommodation.
- No comment requested.

- iii) Decision**
- a) P21/S2042/HH** - GRANTED

54. **FINANCE**

**i) To receive the current finance report:**

**Balances at bank – as at 5 July 2021**

Business Reserve Account	29,242.97
Current Account	<u>30,346.74</u>
	59,589.71
Less: Unpresented cheques	<u>2,426.60</u>
	57,163.11
(This includes a remaining CIL balance of	<u>22,313.78</u> )
	34,849.33
Less: Earmarked reserves	<u>10,000.00</u>
<b>Total available funds</b>	<b>£ 24,849.33</b>

**Receipts**

£200 from Forest Hill Garden Club towards village planters, received since this bank statement.  
The Council wishes to thank the Garden Club for their contribution.

**ii) To consider and approve payment of the following:**

Administration to the Council -	
28/07/2021 – 13/08/2021	719.73
Green Scythe – Inv.13476	
Gang mowing 08/06/21-23/06/21	
Verge cutting 07/06/21 – 23/06/21	1,173.60
Less: Overpayment on previous invoice	<u>67.00</u>
	1,106.00
SODC – Inv. 10274292 –	
Dog bin emptying 1/04/2021 – 31/06/2021	538.20

The Play Inspection Company – Inv.48356	
Annual play equipment inspection	81.00
Cllr Waite Browne –	
Reimbursement for Forest Hill planters	258.94
Cllr Hobbins -	
Reimbursement for Post fix for notice boards	23.80
Community First Oxfordshire 2021/22 – Membership	
Agreed min.2021/ci	55.00
Oxfordshire Playing Fields Assoc. – Membership	
Agreed min.2021/cii	30.00
Came & Company – Ref.2352945	
Insurance 20/08/2021 – 19/08/2022	1,406.90

The Council **RESOLVED** to agree to all payments. Duly signed.

**iii) To review the first quarter accounts and budget comparison**

01/04/2021–30/06/2021 – previously circulated.

The Council **RESOLVED** to agree the accounts. Duly signed by Cllr Waite Brown in the absence of the Internal Controller.

**55. CLERK / RFO – To receive a report.**

i) Annual Governance and Accountability Return (AGAR) 2020/21 was submitted to the external auditor before the deadline .

ii) Clerk on holiday from Mon 6 September until Wed 15 September 2021.

**56. GOVERNANCE – To receive any reports, updates and matters for consideration**

i) To consider the appointment of the Internal Auditor for 2021/22.

The Council **RESOLVED** to agree to the appointment. Letter of Agreement duly signed.

**57. BUS SERVICE and TRANSPORT - To receive reports.**

i) **Comet bus service** – previously circulated.

Cllr Leeding reported that on 19<sup>th</sup> July, the OFOG Committee were informed by ‘Comet’ that the seat provision would increase from 6 to 15 with immediate effect. A booking service will not be required at present. Passengers will need to wear masks and tickets can be obtained from Cllr Leeding as at present.

The ticket will provide for 10 individual journeys at £1.50 each. There is no time limit on their use.

The timetable will remain as at present, namely 10.30am into Oxford via Headington, returning from Oxford, Broad Street at 1.15pm, to Forest Hill via Headington, arriving at 1.40pm. The service will run on Mondays and Thursdays, as at present.

Although we now have more seats it would help in the event of any headcount if a few more of these were taken up.

The service is shared with Stanton St John, but at present the majority of users are from Forest Hill.

Passengers are grateful to the Parish Council for the service.

ii) **Parish Transport Reps meeting** – previously circulated.

Cllr Leeding gave a report on the recent meeting.

- 58. VILLAGE and PARISH MATTERS** – To receive reports, updates and any matters for consideration.
- i) Grass cutting**  
In Cllr Hobbins' absence there was no update.
  - ii) Replacement notice board for Old Rd, Shotover** (since June 2021 min.2021/35).  
**Action:** Clerk to order  
**Ongoing**
  - iii) Appointment of Maintenance Worker for the Parish** (since June 2021 min.2021/38vi).  
**Action:** An advert has been placed in the 4 Parishes newsletter.
  - iv) Replacement dog waste litter bin for Village Hall** (since June 2021 min.2021/29b).  
**Ongoing.**
  - v) SODC deep clean services** (since June 2021 min.2021/38v)  
Although the Clerk returned the request schedule to SODC the waste team did not clear the areas requested.  
**Action:** Clerk to contact the waste team.
- 59. VILLAGE HALL** - To receive a report, updates and any matters for consideration.
- i) Managing Trustees report.**  
£2,000 has recently been spent on new windows and exterior decoration. Income is returning slowly but yet to cover running expenses.
  - ii) Possible re-opening and re-imaging of the village hall** (since June 2021 min.2021/39iii).  
A notice has been placed in the 4 Parishes Magazine.
- 60. RECREATION GROUND** - To receive a report, updates and matters for consideration.
- i) The Outdoor Annual Inspection and Life Expectancy - ROSPA report 2021** – previously circulated. Councillors discussed the report. All areas are low risk.  
**No further action.**
  - ii) Replacement of the litter bin on the rec** (since Aug 2020 min.2020/56).  
**Ongoing.**
  - iii) Replacement or repair of a gate on the rec** (since Nov 2020 min 2020/77iii).  
**Ongoing.**
  - vi) Cllr. Waite Brown** presented his proposed new layout of the recreation ground which includes a small cycle track. He proposed the rewilding of one area and has applied for 200 free tree saplings from the Woodland Trust. Permission to plant the trees would be required from New College who own the land.  
The Council **RESOLVED** in principal to agree to the proposal.  
**Actions:** Clerk to write to New College.  
Cllr Waite Brown to write something for the 4 Parishes newsletter informing residents of the proposal.  
Cllr Waite Brown to apply for a newly launched SODC grant.

61. **CEMETERY** - To receive a report, updates and matters for consideration.  
i) There has been one recent burial.
62. **ALLOTMENTS** - To receive a report, updates and any matters for consideration.  
i) One vacant allotment plot has become available.  
**Action:** Clerk to advertise it in the 4 Parishes magazine.
63. **COMMUNITY EMERGENCY RESILIENCE PLAN** – To receive an update.  
i) **Community Emergency Planning Survey – response requested** (since April 2021 min.2021/188i).  
**Action:** Cllr Massey to complete the survey.  
In the absence of Cllr Massey this item to be deferred until next meeting agenda.
64. **OALC / NALC** - To receive a report.  
i) OALC June, July newsletters – previously circulated.  
There was nothing to report.
65. **INFORMATION and CORRESPONDENCE** – all circulated when received.  
i) An email had been received from John Howell MP offering a meeting with representatives of the Parish Council.  
**Action:** Clerk will request a meeting for Cllr Leeding.
66. **DATE, TIME AND PLACE OF NEXT MEETING**  
Thursday 23 September 2021 at 7pm in Forest Hill Village Hall.

The meeting closed at 8.15pm.

Signed as a true and accurate record

Cllr. Andrew Waite Brown, Chair

Date 23/09/2021 min 2021/70

